

## MERIT ASSIGNMENT PROGRAM (MAP) FILE CONTENT CHECK LIST

VACANCY ANNOUNCEMENT NUMBER

A copy of this completed form must be filed and retained in corresponding MAP File. The checked material must be in the MAP file or other files as indicated.

DATE OF SELECTION

- ☐ Vacancy Announcement, if used.
- ☐ List of sources considered concurrently, if applicable.
- ☐ Justification of selective factors and/or quality ranking factors, if not clear from position description.
- ☐ Rating Schedule (Scheme for evaluation).
- ☐ In MAP File

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☐ Supervisory appraisal, if used.

- ☐ In \_\_\_\_\_ File

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☐ (EPF, etc.)

- ☐ Evaluation of candidates.
- ☐ Basis for best qualified (BQ) determination documented.
- ☐ Names of all status candidates in final ranking order with qualified (Q) and BQ designation.
- ☐ Merit Program Certificate, CD-262.
- ☐ Names of non-status applicants sent to selecting official, if appropriate.
- ☐ Identification of panel members, if appropriate.
- ☐ Name of selected candidate.
- ☐ If special or priority consideration case, reasons documented.
- ☐ All applicants notified of outcome within 14 days of selectee's acceptance date.
- ☐ Clearance of PPP and RPL documented, if applicable.
- ☐ Justification by personnel officer when KSA's not publicized in vacancy announcement.

SIGNATURE OF REVIEWER

DATE REVIEWED